



MERIT PROMOTION
JOB OPPORTUNITY
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Announcement Number: 06-327 **Amendment 1: To Add Special Application and Amend Salary Range**

Position Title: **Printing Plant Worker (Leader)**

Series and Grade: KA-4401-00

Salary Range: \$18.11 - \$22.64 PH

Promotion Potential: None

Opening Date: 01/31/06

Closing Date: 02/15/06

Location of Position: Plant Operations, Production Department, Pre-press Division, Digital Pre-press, Reproducible Storage Unit

Number of Openings: One

Type of Appointment: Permanent

Work Schedule: Full-time, Shift 1

Who May Apply: Permanent GPO employees only

MAJOR DUTIES:

The incumbent provides the full range of duties connected with the receipt, processing, storage, and issuance of reproducibles. Assures reproducibles are stored in an orderly and efficient manner to best utilize available space. Interprets plate statements using the Reproducible Inventory Control System (RICS) and Procurement Information Control System (PICS). Recommends changes in methods or procedures that may enhance daily operations and acts as immediate contact with employee and supervisor on questions related to assigned work. Initiates reports as required and maintains accurate records. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element to be considered eligible for this position: *Ability to do the work of a Printing Plant Worker (Leader) with normal supervision.* Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of a Printing Plant Worker (Leader). These duties require skill in operating a personal computer to store and retrieve reproducibles, interpreting plate statements, and generating reports using the RICS and PICS systems.

HOW YOU WILL BE EVALUATED:

Applicants will be evaluated on the basis of information obtained from the attached Special Application Form. Your overall background of experience, education, awards, and training will be evaluated to determine to what degree you possess the knowledge, skills, and abilities (KSA) listed in the job elements below. Applicants must meet the screen-out element (number one below) to be eligible for further consideration.

Job Elements for this position:

1. Ability to do the work of a Printing Plant Worker (Leader) with normal supervision (**SCREEN OUT**). Describe experience and training you have had that demonstrates your ability to work independently as a Printing Plant Worker (Leader). Please give specific examples detailing the kinds of instructions you receive(d) from your supervisor in reproducible storage unit duties.
2. Knowledge of equipment to receive, process, store, and issue reproducibles.
3. Ability to interpret plate statements.
4. Knowledge of and the ability to use the PICS and RICS systems.
5. Ability to lead workers to accomplish assignments and assure that the work is completed in an accurate and timely manner.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

Step 1: Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Step 3: Prepare separate narrative responses to each of the KSAOs listed in this announcement.

Step 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information Please Contact:

Human Capital Department
Derika Ferdinand
Phone: (202) 512-1308
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.

THIS IS A PERMANENT POSITION WHICH REQUIRES CIVIL SERVICE STATUS

Special Application for the Following Vacancy:

Printing Plant Worker (Leader)
Production Department, Pre-press Division,
Digital Pre-press Section, Reproducible Storage Unit

Vacancy Announcement Number: 06-327

Open: 01/31/06

Close: 02/13/06

Name	Current Position Title	Grade	Daytime Telephone #
Address	City	State	Zip Code
Type of Current Appointment			
<input type="checkbox"/> Temporary <input type="checkbox"/> Career or Career Conditional <input type="checkbox"/> Excepted (Schedule A) <input type="checkbox"/> Excepted (Veterans)			

NOTE TO APPLICANT: Please answer each question in the space provided following each of the questions. You may use additional sheets of plain paper, if necessary.

Please PRINT LEGIBLY or TYPE.

1. **Have you ever supervised or led a group of people in the accomplishment of tasks or assignments in a position you have held?**

___ Yes ___ No

If yes, please explain in detail:

- a. What were the tasks or assignments you supervised or led people to accomplish?
- b. What were your roles/responsibilities in the accomplishment of the tasks or assignments ?
- c. How many people did you supervise or lead?
- d. Where did you acquire this experience (include GPO Division/Section or company name)?
- e. For what period of time did you perform this type of work?
- ___ Years ____ Months

2. Have you ever worked in a position where you had to check the work of others to assure accomplishment of assignments and in a timely manner?

___ Yes ___ No

If yes, please explain in detail:

- a. What kind of job did you have where you checked the work of others?
- b. What were your responsibilities to check the work of others?
- c. What were your responsibilities to **assure** the work of others was done in a timely manner?
- d. Where did you acquire this experience?
- e. For what period of time did you perform this type of work?
___ Years ___ Months

3. Have you ever worked in a position where you had to know the methods used in the storage and retrieval of reproducibles to perform your work?

___ Yes ___ No

If yes, please explain in detail:

- a. What kind of work did you do where you had to have this knowledge?
- b. What were your responsibilities in storage and retrieval of reproducibles?
- c. Where did you acquire this experience?
- d. For what period of time did you perform this type of work?
___ Years ___ Months

4. Have you ever had to read instructions or specifications to perform assignments?

_____ Yes _____ No

If yes, please explain in detail:

- a. What kind of written material did you have to read in order to perform work?
- b. Give at least two examples of written instructions you had to follow.

5. Have you ever held a position in which you had to maintain records?

_____ Yes _____ No

If yes, please explain in detail:

- a. What was the title of the position or what type of work did you do?
- b. What kind of records did you maintain and what were your responsibilities in the maintenance of those records?
- c. Where did you acquire this experience?
- d. For what period of time did you perform this type of work?

_____ Years _____ Months

6. Have you ever received an award while working for the Federal Government?

_____ Yes _____ No

**If Yes, please check the appropriate boxes below as to the type of award(s) received.
For each type specify the years received and whether or not it was a Cash Award.**

NOTE: Letters of Appreciation are NOT considered awards and should not be listed.

<u>Awards</u>	<u>Year(s) Received</u>	<u>Cash Award</u>
___ Outstanding Performance Award	_____	_____ Yes _____ No
___ Special Achievement Award	_____	_____ Yes _____ No
___ Quality Step Increase	_____	_____ Yes _____ No
___ Approved Suggestions	_____	_____ Yes _____ No
___ Other GPO Awards (Give Names)		
_____	_____	_____ Yes _____ No
_____	_____	_____ Yes _____ No

7. Have you ever taken courses or training that were related to the position for which you are applying?

_____ Yes _____ No

If Yes, please complete the following:

NOTE: On-the-Job Training should NOT be listed.

<u>Title of Course/Training</u>	<u>Total Hours</u>	<u>Location of Course/Training</u>	<u>Completed</u>	<u>Certificate of Completion Received.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

After completing this form, look it over carefully to make sure that you have **answered every question**. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant: _____

Date: _____